



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

JOB OPPORTUNITY

Date Posted:

December 7, 2011

Position Action #:

1112-145G6

Position:

Office Technician (Typing)

Tenure, Time Base:

Permanent, Full Time

Salary Range:

\$2686 - \$3264

Contact:

Joy Tsusaki (916) 263-6803

Location:

CUIAB, Appellate Operations
2400 Venture Oaks Way, Suite 300
Sacramento, CA 95833

Final Filing Date:

December 14, 2011

A Freeze Exemption has been approved for this position.

POSITION DESCRIPTION:

Under general supervision, performs a variety of general tasks in support of Appellate Operations. The position requires a high degree of initiative, independence and originality involving a variety of responsibilities and thorough knowledge of Appellate Operations appeals process and Employment Development procedures. The position requires the ability to make independent decisions and performs tasks based on complex procedures.

FUNCTIONS:

- Maintains record control of all open case files; i.e., reads all correspondence for requests, new representative; and changes of address, phone numbers etc. and types information into agency's Electronic Data Management System (EDMS).
- Sorts, reviews incoming mail and routes it to appropriate units.
- Answers telephone calls, responds to sensitive and difficult inquiries about the board appeal cases, and uses the EDMS to retrieve, verify and type updated information for members of the public and interested parties.
- Performs board appeal duties by reviewing incoming correspondence, organizing the file; typing information into the EDMS; and retrieving the audio recording.
- Scans or copies documents, creates a copy of the audio recording; compose letters and other correspondence; mails record requests of documents and recording to parties.
- Matches correspondences to file, review file for accuracy and completeness, route files to appropriate unit and composes, prints, and mails letters.
- Disassembles the file, removes staples, scans documents, and enters the information into the EDMS. Reassembles files after scanning.
- Prepares cases for closing by reviewing the judge's decision, checking for errors and completeness; then copies documents, prepares and mail documents, and shelves file.
- Assists in registration of new appeals, and scheduling cases to be reviewed by administrative law judges.
- Uses computer to process cases in paper and electronic paperless environment utilizing MS Office and PDF software.
- Types standard letters and legal documents.
- Corresponds via e-mail, takes appropriate action as required, inputs/retrieves information from database.
- Operates copier, printer, mail machine, and other office equipment; and trains staff, as needed.

- Routes case files for “special handling” to appropriate backup.
- Contacts representative, such as, attorneys and unions for information and/or clarification.
- Performs other clerical work as required.

WHO SHOULD APPLY:

- Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a current employment list, or former state employees with reinstatement eligibility. SROA/SURPLUS candidates will be given priority.
- SROA and surplus candidates should attach “surplus letters” to their application. Failure to do so may result in your application not being considered.

Submit a Std. 678 State Application to:

CUIAB, Administrative Services/Personnel Section

ATTN: Srey Touch, Personnel Technician
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

PLEASE NOTE:

- Please write Position Action # “1112-145G6” on your application and indicate the basis of your eligibility in the job title section. Candidates whose eligibility is based on an employment list should submit a copy of their examination results. Applications without this information may be rejected.
- A typing certificate with a minimum speed of 40 WPM is required prior to appointment.